



California Department of Transportation
Duty Statement

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE
Caltrans Electrician I	10/640 Electrical

WORKING TITLE	POSITION NUMBER	EFFECTIVE
Electrician	910-640-6938	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

General Statement:

This is journey level for the series. In the field and on toll bridges, incumbents independently or with others install, repair and maintain a wide variety of electrical and electronic devices on facilities. Assists higher level Electricians in the more complex activities; may routinely patrol an assigned area; may perform routine bench maintenance activities or assist higher level journey persons on the bench or field repair or more complex devices and circuitry. A valid Class C license is required; must be able to operate Class B equipment. Class "B" License desirable, within (6) months of date of hire.

Employee may also be assigned to perform non-equipment operation duties normally assigned other classifications as part of their normal assignment.

Employee may be assigned to other operational units and/or geographical areas as operational needs dictate. Employee may travel up to 25% of the time.

Typical Duties:

Percentage Job Description
Essential (E)/Marginal (M)

- | | |
|--------|---|
| 50%(E) | Independently, or with others, installs, repairs and maintains electrical and electronic equipment in Maintenance Facilities and Right of Ways. Driving and operation of equipment including, but not limited to, various personnel hoists. |
| 50%(E) | Makes electrical or electronic project estimates, keeps simple records, computer data entry, purchase supplies as necessary for this work. |

Supervision Exercised Over Others

Normally this position does not supervise, however, the incumbent may direct crew operations, and in the absence of the Supervisor may be assigned the responsibility.

Knowledge, Abilities and Analytical Requirements

Knowledge of electrical theory and practice, including minor power, lighting and control circuits; materials, methods and equipment used in the installation, maintenance and repair of electrical and electronic control devices; Electrical Safety Orders, Codes, Cal OSHA requirements, Departmental Safety Policies and Procedures, and other codes applicable to the electrical function.



California Department of Transportation Duty Statement

Ability to read, write, and follow oral and written directions in English at a level required for successful job performance; maintain records and prepare reports; prepare estimates and order materials and equipment; instruct, lead and inspect the work of crews engaged in highway electrical work; analyze situations accurately and adopt an effective course of action.

Consequence of Error/Responsibility for Decisions

Poor decisions could result in the failure to properly service and maintain or operate equipment and cause excessive repair costs, loss of equipment and negatively impact work production. Negligence could also cause physical harm to the general public, operator and/or crewmembers. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

Public And Internal Contacts

The incumbent may be asked to work with representatives from both public and private Local Agencies as well as all levels of Caltrans Management.

Work Environment

The incumbent may/will be exposed to and work in loud noise; dust; chemicals; extreme weather conditions, great heights, confined spaces, uneven and unstable terrain, and next to vehicle traffic. The incumbent will be required to wear all personal protective equipment; move heavy objects; stand or sit for prolonged periods. Wear and use all required personal safety equipment. Follow all policies, and procedures. Incumbent will be required to work rotating or irregular shifts, including weekends, nights, holidays and overtime. Incumbent responds to after-hour emergencies.

Physical, Mental And Emotional Requirements

Employee will be required to bend; stoop; climb; kneel, reach, push, pull, sit and stand for long periods of time. May be required to assist in the clean up in the event of various types of accidents involving personal injury to others and/or hazardous spills. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Employee must be able to work alone.

I have read and understand the duties listed above and can perform them with/without reasonable accommodations. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE

DATE

I have discussed the duties with and provided a copy of this duty statement to the named above.

SUPERVISOR

DATE